



**UNITED STATES PROBATION OFFICE
EASTERN DISTRICT OF CALIFORNIA
POSITION VACANCY ANNOUNCEMENT**

OPENS: May 17, 2010

CLOSES: June 4, 2010

**POSITION: ASSISTANT DEPUTY CHIEF PROBATION OFFICER
(TYPE I)**
**LOCATION: U. S. Probation Office, Eastern Judicial District of
California, Fresno**
CLASSIFICATION LEVEL: CL-31 (\$90,967 to \$147,887)
JOB CODE: 2010 DCUSPO/TYPE I

(If you have also applied for the Deputy Chief Probation Officer (Type II) position in Sacramento and you are interested in the Type I position in Fresno, please submit a statement of interest for this position.)

The U.S. Probation Office for the Eastern District of California has a rewarding opportunity for a highly organized professional to assist in the administration and management of all activities in the Fresno divisional office and the branch offices in Visalia and Bakersfield. This seasoned professional will lead, direct, and supervise staff at all levels.

The Eastern District of California includes 34 counties in the central valley from the Oregon border to Bakersfield. District Headquarters is located in Sacramento, and a divisional office is located in Fresno. There are currently field offices in Roseville, Elk Grove, Redding, Modesto, Visalia, and Bakersfield.

The position of Assistant Deputy Chief Probation Officer is a senior management position for the U.S. Probation Office, Eastern District of California. As a member of the Management Team, the Assistant Deputy Chief assists in the administration and management of federal probation services for the district. The ideal candidate will have a broad knowledge of the Federal Probation and Pretrial Services system. This position is responsible for providing leadership to formulate, supervise, and implement initiatives to achieve goals and objectives defined for the court unit. The Assistant Deputy Chief will demonstrate progressively responsible experience and knowledge in presentence investigations, federal correctional rehabilitation programs and services for adult offender populations, and agency operations and general administrative operations. This position will manage supervisors and is responsible for district operations as assigned by the Chief Probation Officer.

The incumbent will be subject to random drug screening, as well as updated background investigations every five years.

Representative Job Duties & Responsibilities:

- Working with other senior managers in a collaborative, team-oriented approach; develop and implement a process to define goals and objectives for the agency. Identify and implement short and long-term planning initiatives to achieve agency goals and objectives with specific time lines for completion.
- Participates in systematic performance evaluations of all subordinates and conducts quality control reviews of their work product.
- Review monthly and quarterly reports to identify problems, trends, and other issues. Analyze data collected to solve problems, which may include creating or modifying policies, procedures, and practices. May recommend discontinuation of administrative or operational procedures, if it is in the best interests of the court and agency operations.

- Audit and review offender/defendant files to verify compliance with national, local, and agency policies, procedures, court-specified conditions, and administrative practices.
- Provide technical guidance to managers, line officers, the court, and other judicial personnel regarding services to the court, offender's services, and administrative services.
- Ensure the expeditious handling of investigative work for the courts, institutions, and parole authorities, and the effective supervision of offenders in the community. Establish and maintain cooperative relationships with other U.S. Probation and Pretrial Offices in other districts to assure all requests for assistance are met promptly and effectively.
- Handle administrative tasks and/or administrative units as assigned by the Chief Probation Officer.
- Represent the agency at conferences, seminars, meetings, and other federal, state, and local entities. Serve as the liaison for the agency with local federal entities within the Eastern District of California, providers within the community, other judicial districts, and the local court family.
- Assists in establishing and maintaining cooperative relationships with other U.S. Pretrial and Probation Offices to assure all requests for assistance from other districts are met promptly and effectively.
- Demonstrate leadership qualities, including the ability to plan and oversee implementation of district programs, processes, and initiatives.
- Promote ongoing learning by continuously upgrading own knowledge, skills, awareness and understanding of theories, data, and trends in corrections, management, and the political environment.
- Performs related duties as required by the Chief U. S. Probation Officer and the Court.

Qualifications:

Applicants must have a minimum of three years of progressively responsible administrative, technical, professional, supervisory, or managerial experience. Qualified experience must include at least one year of experience at or equivalent to CL - 30. This progressively responsible experience will have provided opportunities to demonstrate (1) skill in dealing with others in person-to-person work relationships, (2) ability to exercise mature and sound judgment, (3) thorough knowledge of the concepts, principles, and theories of management, (4) ability to implement the managerial policies applicable to the court unit, and (5) skill in problem-solving and conflict resolution. The candidate will demonstrate leadership qualities, including strategic thinking, creativity, flexibility, vision, and integrity. The incumbent will have a proven track record of helping employees maximize their potential and fostering high ethical standards in meeting the organization's vision, mission, and goals. Excellent communication skills are essential.

In addition, the Assistant Deputy Chief Probation Officer must have and maintain a thorough knowledge of the federal judicial system, including national and statutory policies, procedures, and administrative practices specific to probation, as well as the presentence and supervision disciplines. The ideal candidate will have at least four years of specialized experience in the correctional rehabilitation of adult offenders of which a minimum of one year of specialized experience will be at or equivalent to a CL - 30 Supervising Probation Officer in the U.S. courts. Experience in one of the following professional disciplines may substitute for a portion of the specialized experience: social worker, case worker, psychologist, substance abuse treatment specialist, or correctional researcher.

A minimum of a bachelor's degree is required. It is preferred that the degree be in one of the following academic disciplines: public administration, business administration, psychology, criminal justice, or social work/sociology.

Application Process:

Qualified candidates must submit a resume and cover letter describing the qualities that s/he would bring to this position to Stephanie Clack, Human Resources Manager. Please reference the job code from the vacancy announcement in the cover letter.

E-mail to: caep_hr@caep.uscourts.gov

Fax to: 916.930.4391

Mail to: Stephanie Clack, Human Resources Manager
U. S. Probation Office
501 I Street, Suite 2500
Sacramento, CA 95814

Only the most qualified candidates will be invited for interviews and only those interviewed will receive a response.

- * The U. S. Probation Office is not authorized to reimburse candidates for interview or relocation expenses.
- * The office reserves the right to amend or withdraw any announcement without written notice to applicants.
- * More than one position may be filled from this announcement.
- * Resumes received after June 4, 2010, will not be considered.

****THE UNITED STATES PROBATION OFFICE
FOR THE EASTERN DISTRICT OF CALIFORNIA
IS AN EQUAL OPPORTUNITY EMPLOYER ****